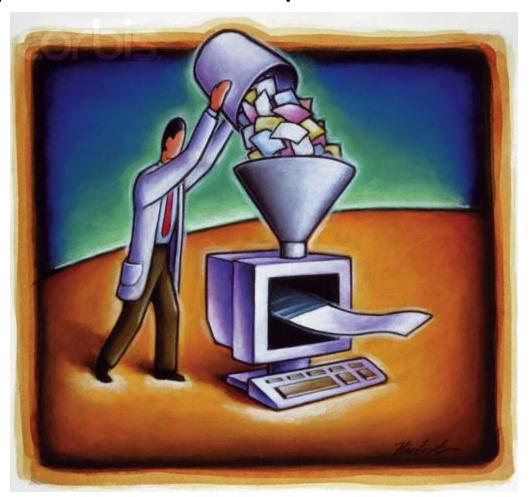
# What is meant by the words "Digital Documents"?



#### Definition: Digital Documents

Quick Answer: Paper documents' information that has been imported into a computer for later retrieval.



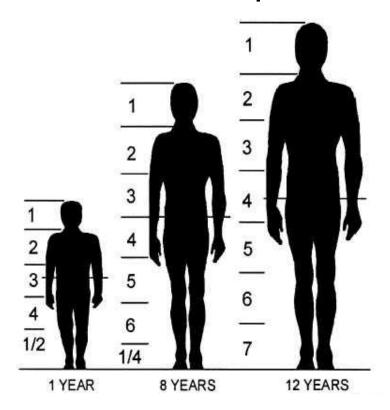
#### The Basics: Definition of Digital

From the Latin "digitus" meaning finger or toe. "Digital" became associated with counting things or events because numerals under ten were counted on the fingers.



#### Digital basics

"Digital" came to mean using numbers to describe events at specific times.



#### Events are observed two ways:

Analog – observe and remember events as they continuously happen. Example: remember watching the sun all day.



Digital – memorize only selected event pieces. "Glue" pieces back together recreating event. Example: View sun at dawn, noon, sunset. Fill in what happened in between those times.



## Analog versus Digital

Analog – The overall event is remembered vividly but there isn't enough memory to remember all the details.

Digital – The few details are remembered vividly but the overall event can only be approximately recreated.

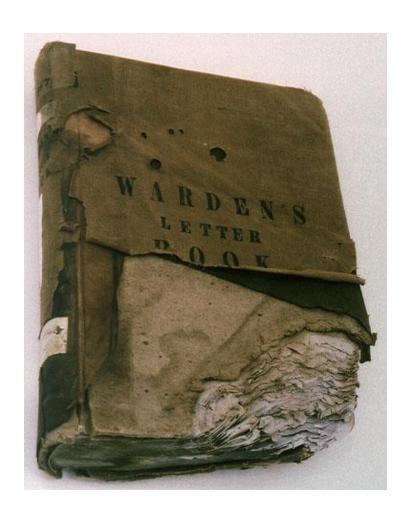
Humans don't analyze the world "digitally", but love sensing the continuously changing (analog) physical world through sight, sound, taste, touch & smell.



Unfortunately all of this human touching (and sniffing) takes a toll on documents.



Handling documents eventually destroys them.



Documents can be preserved in vaults, but the reader loses access to them.

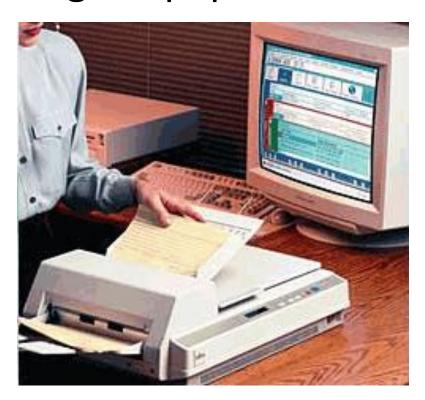


Also, the more documents there are, the harder it is to find what you want.



#### **Back to Digital**

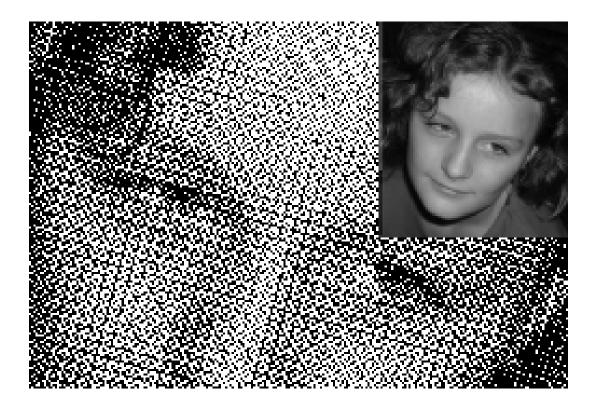
So scanners with computers create quick access to documents' information without damaging the original paper document.



#### "Digitizing" documents

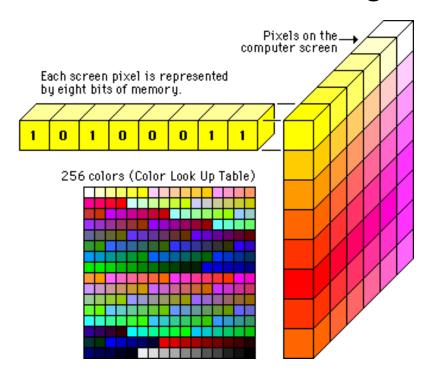
#### What's a scanner and how does it work?

A scanner is a filmless camera whose "eyes" scan (move) across the document seeing **dots** as light variations.



#### This is "digitizing" documents:

Each dot (pixel) is then given a numeric (digital) value representing black/white to grays to millions of colors. The pixels are stored in computer memory as pictures to later be retrieved as document images for reading.



### Finding "Digitized" documents

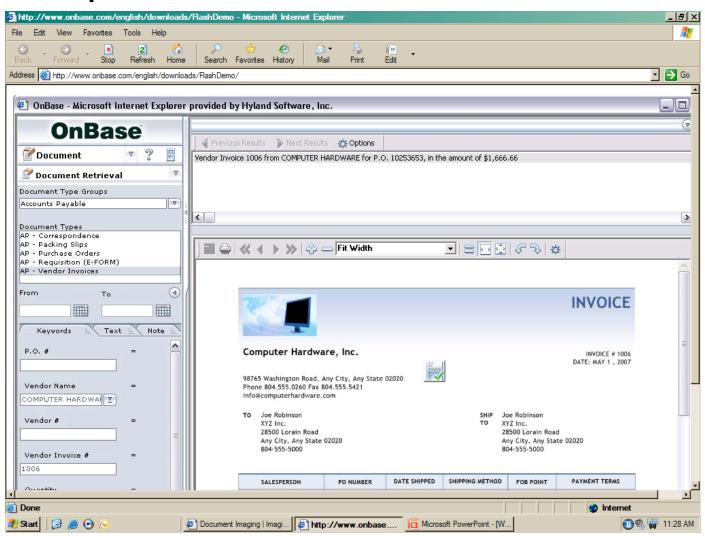
#### Document image retrieval takes 5 steps.

- 1. Paper documents are scanned in as images.
- 2. Unique keywords describing each image are added.
- 3. All is saved into a computer database.
- 4. The user searches the images using keywords.
- 5. The computer locates the keywords and displays any

associated document images.

## Finding "Digitized" documents

Sample document search screen shot



#### Finding Digital Document solutions

We are available to help all Salem County local governments.



#### October is Archives Month

The Division of Archives and Records Management is carrying out the County's mandate ensuring County records are maintained in accordance with New Jersey's public records laws.



Johnson Mansion, 90 Market Street Salem, NJ 08079 Main: 856-935-7510 x8550 Fax 856-935-0961 archives@salemcountynj.gov

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